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Responsibilities of DC/OC-A/B&F

1. Overall day-to-day supervision of Finance and Budget Sections. Guide and assist them in problem areas and in general management. Edit their drafts of cables, dispatches, memoranda and briefings. Develop special assignments for Finance and Budget Section personnel, e.g., development of lump sum leave cost projections, analysis of PRA encumbrance trends.

2. Write OC finance regulations, e.g., regulations on mileage and per diem entitlements. ||

3. Write papers for D/OC signature on matters being presented to SSA/DD-M&S for approval, e.g., request for exception to 30% SLQA provision of regulations.

4. Brief OC and other personnel preparatory to their leaving for overseas assignments, e.g., briefed 25X1A6a 25X1A2d2 Administrative and Watch Officers and OC C/T on 25X1A2d2 and 25X1A6a budgets and related matters.

5. Prepare and execute training and work plans for C/T's assigned for four-week periods in B&F Branch, e.g., history of budget, preparation and execution of budget plans, etc.

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6. Work with C/B&F in developing new approaches to management of Branch affairs and in problem solving, e.g., work load distribution, cross-training of Section personnel.

7. Coordinate on actions involving other Agency Offices, e.g., multi-office financing of contracts, non-OC leased line costs, overtime transfers.

8. Develop and execute records management plan for Branch including records retention and disposition schedules and edit of files.

9. Prepare correspondence to Field Station on budget, finance and administrative matters.

10. Prepare B&F Branch quarterly activity report for D/OC.

11. Financial certifying officer duties.

12. Prepare FAN data input to computer, revisions, updates, e.g., recently prepared proposal which met requirements of financial managers for subsidiary FANS but which also saved labor which otherwise would have been expended preparing 285 personnel actions. Proposal has been effected.

13. Review budgets for new field activities, e.g., on budget submitted by [REDACTED] for new activity at [REDACTED], reviewed

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it and prepared recommended budget for FY 1974.
Budget has been approved.

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14. Prepare correspondence to [REDACTED] for
signature of AD/Liaison, e.g., requests for [REDACTED] allotments
and revisions of the allotments.

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25X1A9a

15. Liaison with SIPS on technical matters, e.g.,
attend [REDACTED] sessions and prepare all input to computer
on Program, Office Estimates and Congressional Budgets.

25X1A

16. Develop personal services estimates for program
and budget, e.g., position and man-year data, average salaries,
grade structure exhibit.

[REDACTED]

18. Prepare special analysis of budget execution data
for financial managers, e.g., took manager's representative
step-by-step through his trend reports, updated the obligations
and encumbrances and presented status of manager's accounts
as of date of briefing.


19. Analyze trend reports and prepare projections, e.g.,
prepare projections of personal services costs through end of

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fiscal year for D/CO briefings.

20. Liaison with AD/LIAISON on reimbursements to and from other agencies, e.g., prepare back-up data on which AD/LIAISON staff will base 

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Responsibilities of C/OC-A/B&F

25X1C 1. Maintains liaison with senior OC and PPB personnel in budget formulation and execution. Resolves with PPB budget matters such as [REDACTED] factor shortfalls, unfunded PRA

[REDACTED]

25X1C4d

3. Devise and implement operating procedures for:

A. Obligation Control -

1. Recently revised Travel Order handling.
Result was better obligations for travel and reduction of 24" of safe space.
2. Property document handling procedures were revised resulting in time savings and 4" of safe space.

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3. Refined obligation procedures for GSA Job Orders resulting in saved time and more accurate obligations.

B. Financial Matters

1. Developed criteria for payment of per diem and mileage at [REDACTED] (about 25 different combinations).
2. Determined qualifying interchange points for using foreign airlines.
3. Strengthened mechanism for notifying advances of delinquent travel advances resulting in prompter refunds and accounting.

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C. Budget Execution

1. Working with SIPS group to develop a reporting system for property encumbrances on at least an object class level.

4. Serves as senior certifying officer for travel advances, home service transfer allowance claims and other decentralized transactions.

5. Prepares correspondence with field on policy and problems, and furnishes financial guidance. Some examples:

- A. Guidance to [REDACTED] reimbursement handling procedures.
- B. Guidance and arrangements with OTS, EA, NE on

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reporting and reimbursements to OC for overtime worked on their behalf.

C.

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6. Consults with and provides professional financial assistance to OC managers. Some recent examples:

A. Organized and coordinated an effort leading to a recommendation to DD/M&S to provide unfunded PRA to allow the conversion of allocation 26 to a Type II property account.

B. Met with Messrs, [REDACTED] to provide advice on FAN resource management. 25X1A9a

25X1C4a C. Worked with [REDACTED] to resolve OC responsibility [REDACTED] for funding for teletype paper. 25X1A9a

25X1A2d2 D. Coordinated with [REDACTED] a plan for extracting data from [REDACTED] reports leading to a billing to

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